



Job Opportunity

State Controller's Office

Position: Accountant Trainee

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: June 4, 2007

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-560-4179-xxx
Ref.0604.BTA2

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

Under close supervision by the Accounting Administrator I (Supervisor), the Accountant Trainee will perform professional level accounting duties, initially as a learner, in the establishment and maintenance of accounts and financial records for various tax programs for which the Controller's office has accounting and collection responsibilities. These programs include the former Technology, Trade, and Commerce Agency Loan programs and assistance with the Estate and Inheritance Taxes, Insurance Tax, Property Tax Postponement, Motor Vehicle and Aircraft Jet Fuel Taxes, Petroleum and Gas Assessments, and Gas Tax Refunds. The Accountant Trainee will receive training on the Bureau's accounting activities and fiscal control activities. The specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Assist with maintaining the accounting records for various loan and tax programs, using EDP mainframe systems and various personal computer systems;
- Perform a variety of accounting activities associated with accounts receivable, accounts payable, and general ledger, such as analyzing and reconciling account balances, and developing journal entries;
- Assist with preparing financial reports, account statements, reconciling daily receipts, disbursements and adjustment transactions;
- Assist with reviewing and processing of refunds of tax overpayments, interest or penalty, including those certified by the administering State agency;
- Prepare and issue billings to delinquent taxpayers and provide account information to taxpayers when requested;
- Coordinate with the SCO's Departmental Accounting Office and the various tax program administering State agencies, including the California Department of Insurance (CDI), the Board of Equalization (BOE), and the Department of Conservation;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Assist with reconciling the loan and tax program's subsidiary ledger records;
- Assist with preparing monthly financial reports for the internal use, and for the SCO's Departmental Accounting Office, the Department of Finance, and the administering State agencies;
- Assist with preparing financial summaries of tax program revenues and refund for management;
- Communicate with taxpayer representatives, the administering State agencies, program managers, and other SCO staff to resolve issues;
- Assist staff with special projects of an accounting nature;
- Assist staff with other Bureau activities as needed, such as reviewing and verifying the Bureau's daily cash deposit.

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference 051-560-4179-xxx Ref.0604.BTA2 (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).